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NASA Procedural Requirements

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 (NASA Only)

Subject: NASA Equipment Management Procedural Requirements

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Appendix D: NASA Equipment Management System (NEMS)

D.1. General Description of NEMS

D.1.1 Purpose. This appendix sets forth a general description of NEMS authority and requirements, NEMS operations, NEMS status codes for equipment availability, the use of NEMS for equipment availability searches and redistribution, contractor use of NEMS, and the operational requirements of NEMS.

D.1.2 The NASA Equipment Management Program requires utilization of NEMS by all NASA organizations and onsite accountable contractors. The system requires accurate and complete information.

D.2 General System Description

D.2.1 The NEMS is a standard, Agency-wide automated system designed to simplify, standardize, and reduce the cost of managing and controlling NASA's equipment.

D.2.2 NEMS provides all NASA organizations with the elements of information needed for an integrated system to identify, account for, and control NASA equipment. Responsibilities and procedures required of property custodians may be found in NPR 4200.2, Equipment Management Manual for Property Custodians.

D.3 How NEMS Operates

D.3.1 Each NEMS transaction requires a source document that authorizes the transaction. NEMS generates an Entry Reference Number for each transaction processed, and the source documents are filed by Entry Reference Number to establish a complete audit trail for each equipment item from its initial receipt, for interim changes, until deleted from the Agency's records.

D.3.2 When an equipment record has been deleted from NEMS, the complete record is stored in a History File. The History File remains accessible, by ad hoc inquiry, for at least three years.

D.3.3 The NEMS Central Data Base (CDB) offers real-time access to four Agency-wide files. NEMS active data (equipment file), historical data (history file) and transaction data (yearly transaction file) can be accessed by specific ECN or by an ad hoc process that allows the user to specify selection and display criteria. In addition, the NEMS tables may be queried.

D.4 NEMS Roles and Relationships

D.4.1 NASA Centers will collect necessary data to develop and maintain NEMS. Each Center must select and provide the inputs which enable NEMS to be a working accounting interface and control system. The effectiveness, accuracy, quality, and visibility of the system depend on the quality of each Center's effort. Additional online update capabilities that may be locally developed must be engineered to interface with the Centers NEMS.

D.5 NEMS Required Roles and Relationships Are as Follows:

- a. The NEMS data base at each Center is maintained by the Center's responsible data processing organization. The Center's equipment management organization operates NEMS Control and analyzes its activities, making operational changes when necessary.
- b. The Associate Administrator for Institutions and Management, NASA Headquarters, must approve all actions of the NEMS Configuration Control Board (CCB) that bear on or impact Agency logistics policy and objectives and must otherwise advise the CCB of policy implications, as necessary.
- c. Each Center acts as the input source and prime user of output data by collecting data about its contractor-held equipment and in-house holdings and providing the basic information necessary to operate NEMS. In return, the Center is furnished with control and redistribution information about NEMS reportable equipment.
- d. Several NASA contractors, through the Center which maintains their contract, use NEMS. The contractor provides information pertaining to the NASA equipment they hold and will use equipment made available through NEMS to meet approved requirements.
- e. Each Center has the following focal points for its NEMS operations: the SEMO, the NEMS Equipment Manager, and NEMS Control Center personnel. The NEMS Equipment Manager ensures the following:
 - (1) Standardization and updating of information pertaining to Center-held NEMS equipment data.
 - (2) Requiring follow-ups to resolve problems related to data submission.
 - (3) Monitoring and evaluation of the use of NEMS data and providing activity reporting.
 - (4) Overseeing the NEMS Control Center.
- f. NEMS Status Codes for Equipment. To provide a key to the relative availability of particular items, the entry of an item will contain a status code letter reflecting its degree of availability. Status Code A indicates "Active," and Status Code B indicates "Inactive Assigned." Property condition codes and definitions are defined in Appendix F of this NPR. Combining the equipment status code and condition code provides information regarding the reutilization potential of idle equipment. Equipment status codes and their definitions are defined in Appendix G of this NPR.

D.6 Using NEMS for Equipment Availability Searches and Redistribution

D.6.1 Purpose. This part describes the recommendations for NEMS screening before new procurements are undertaken, how to redistribute equipment, and how excess equipment is handled within NEMS.

D.6.2 Screening New Procurements. Before new items of equipment are procured, purchase requests must be screened to determine if the desired item, or an acceptable substitute, is available from either NEMS or the NASA Property Disposal Management System (NPDMS).

D.7 Informal Review of Item Availability

D.7.1 Each Center, in establishing its NEMS Control Center, will make provisions for informal screening. This capability will be designed to permit technical users of equipment to rapidly determine the availability of particular types of equipment to fulfill requirements prior to the initiation of a procurement request. This informal review permits a user to quickly examine several makes and types of equipment that may meet equipment requirements.

D.7.2 Informal screening will be accomplished by using procedures most suitable to the particular Center. Generally, a telephone service or simple form developed by the Center NEMS Equipment Manager is adequate to accomplish this requirement.

D.8 Formal Procurement Request Screening

D.8.1 All Center procurement requests for items of equipment with an estimated unit cost of \$25,000 or more will be routed through the NEMS Equipment Manager for screening.

D.8.2 At a minimum, a manufacturer model search of the NASA Central Web Screening List (NCWSL), <http://nemsc.nacc.nasa.gov/npdms/screening>) will be accomplished.

D.8.3 If no candidate items are found as a result of the manufacturer model search, records may be selected by item name. NCWSL allows for complete item name search or a partial item name search using a wild card (*) to increase the chances of selecting all available items (e.g., select; computer, personal; or compu*). Equipment records for available items will be listed in the same format as shown for the manufacturer code and model number records.

D.9 Supplemental Screening. The following additional screening steps are

available:

- a. Equipment items may be screened through the Defense General Supply Center (DGSC), Federal Disposal System (FEDS), Screen by Computer and Request Excess by Electronic Notification, Defense Reutilization and Marketing Services (DRMS), GSAXcess, and the Plant Clearance Automated Reutilization Screening System (PCARSS). The Center Industrial Property Officer will coordinate screening with the procurement request originator.
- b. The equipment coded active in the data file (i.e., status code A) may be screened for possible loan or transfer of accountability if the need for the item is urgent.

(1) The NEMS Equipment Manager may screen the NEMS CDB by using the central equipment file ad hoc menu for records by multiple data fields.

(2) Prior to screening, the NEMS Equipment Manager will coordinate with the holding Center to ensure that the requirement is of such a nature that the holding Center can provide assistance to the requesting Center. It is advisable to have the requester confer with the technical personnel holding the item to determine if it will fulfill the requirements.

(3) Once a loan or transfer of accountability has been arranged, the NEMS Equipment Managers should take appropriate actions. The transfer of accountability of Government-furnished equipment to a contractor is recorded in NEMS merely to provide an audit trail. This record is then deleted from NEMS in compliance with the FAR 45.5 requirement for contractors to maintain the official property record.

D.10 Screening - Approved Contractor Requirements

D.10.1 Pursuant to the requirements established in the NASA FAR Supplement, prior to new acquisition of items meeting the definition of reportable equipment with an estimated unit cost of \$25,000, contractors are required to submit a DD Form 1419, Department of Defense Industrial Plant Equipment Requisition, to the Center Industrial Property Officer or the NEMS Equipment Manager via the contractor's cognizant contracting officer and COTR. The Contracting Officer must authorize the request to screen before the NEMS Equipment Manager will take action. The contracting officer's authorization to screen is also authorization to acquire if the item is available through NEMS, NPDMS, or PCARRS; it is not an authorization to purchase the item.

D.10.2 If the item requested on the DD Form 1419 is not available from NEMS or NPDMS, a certificate of nonavailability will be issued and returned to the contractor for further action. If an item is identified as being available, steps will be taken to redistribute this item.

D.10.3 A waiver for screening unique items that obviously will not be found in NPDMS may be acquired through request to the SEMO.

D.11 NEMS Operational Requirements

D.11.1 Purpose. This section defines the following NEMS CDB operational requirements: mandatory data elements and standards used in the NEMS equipment record; operating schedule to be used for the Center NEMS and the NEMS CDB; output products and microfilm equipment requirements; unique equipment requirements; and input transactions and output reports for the Center.

D.11.2 The NEMS Mandatory Data Elements. Each controlled equipment record requires certain mandatory data elements to establish the record in the NEMS data base. Appendix E describes each mandatory data element in detail.

D.11.3 NEMS Output Products. NEMS generates several types of output products at a Center.

D.11.3.1 NEMS produces reports on a regular schedule, (i.e. daily, monthly, or semiannually) or on request. The reports are processed overnight; the results are available the next day. There are two types of NEMS reports: preprogrammed and user generated. The preprogrammed reports (either core or site unique) are designed to produce standard output with the possibility of variable selection criteria. User-generated reports are the product of the ad hoc-by-field process. This information can be displayed either online or as a background report (hardcopy).

D.11.3.2 NEMS produces NEMS Transaction Documents, NF 1602, for distribution to the accountable property custodian upon initial custodian account receipt of equipment and also when change transactions are made to such equipment record.

D.11.4 NEMS central view. Each Center may use the CDB for equipment redistribution screening requirements, for locating missing equipment records that may have been moved to another Center's NEMS data base, or for making equipment record inquiries on a limited number of specified data fields. The NEMS central view is accessed from NEMS by entering the command '=NEMSCENT' from any menu. Users are returned to their local NEMS by entering the command '=NEMS' from any menu.

D.12 NEMS Documentation Archiving

D.12.1 The SEMO will operate a document archiving system to ensure that an adequate audit trail is maintained for all Agency-controlled equipment.

D.12.2 Source documents, including those for the inventory subsystem, will be compiled in Entry Reference Number sequence and archived on a routine basis.

D.12.2.1 The original source documents need not be retained by the equipment management organization; however, the financial management organization may wish to retain original source documents that support financial changes.

D.12.2.2 NEMS Control will maintain appropriate archiving retrieval equipment to support retrieval and hard-copy printing of archived records, as necessary, to support the needs of the Center.

D.13 NASA Form 1602, NEMS Transaction Document

D.13.1 NF 1602 is a standard Agency form that reflects equipment information contained in the NEMS data base. This document may be replaced, at the discretion of the SEMO, by an electronic form or process that serves the same capabilities as the paper document.

D.13.2 NF 1602 has the following characteristics:

- a. Brief instructions.
- b. The blocks in the right-hand column identify the type of transaction being performed.
- c. Data in Blocks 1-28 and 36-38 that are computer generated. Any changes submitted by a property custodian for Blocks 1-28 are annotated in Block 33, Remarks. Blocks 36-38 indicate the control numbers assigned for the last transaction, the last transaction type, and the last transaction name for ready reference. Block 39 is manually annotated by NEMS Control at the time a new transaction is being processed.
- d. Blocks 1, 8, 9, 11, and 12 are outlined for easily identifying the equipment control, accountable property custodian, organization mail stop, and location.

D.14 NEMS Central Information

D.14.1 The NEMS central view is designed to provide equipment visibility for screening and redistributing NASA's equipment and for locating specific equipment items or specific equipment data for management purposes.

D.14.2 The NASA central view offers real-time access to four Agency-wide files. NEMS active data (equipment file), historical data (history file) and transaction data (yearly transaction file) can be accessed by a specific ECN or by an ad hoc process that allows the user to specify selection and display criteria. In addition, the NEMS Tables may be queried by selecting specific data elements (See D.14.3 a-e).

D.14.3 NASA Central Web Screening List (located at: <http://npdmsap1.nacc.nasa.gov/npdms/screening/>) provides the following five methods of data selection that are available to a NASA Center:

- a. Equipment Search by FSC.
- b. Equipment Search by Item Name.
- c. Equipment Search by Manufacturer Code.
- d. Equipment Search by Manufacturer Model Number.
- e. Equipment Search by Cost.

D.14.4 NEMS is designed to generate special data reports upon request. Most data fields can be sorted or compared with other data fields.

D.14.5 NEMS Equipment Record. A record for each item of controlled equipment will be established in NEMS, upon initial Agency receipt, by initiating an add transaction and selecting the appropriate Acquisition Transaction Number. The equipment record will include, at a minimum, mandatory data fields.

D.14.6 Transaction Audit Trail. Any addition, deletion, change, or adjustment to the NEMS records of controlled equipment generates an Entry Reference Number, which enables an audit trail. The Entry Reference Number is also used to locate the transaction source document that has been processed.

D.14.7 Data and Statistical Records. Data and statistical records must be available through NEMS for reporting purposes. NEMS includes ad hoc query capability to extract various equipment management data. However, capital and controlled items, with their total dollar values, must be reported to the Logistics Management Division, NASA Headquarters, semiannually (as of March 31 and September 30), or on request, by specific data sorts. NEMS

Report 420-430 provides the data required for the semiannual report.

D.14.8 Property Custodian Records. NEMS Control will provide property custodians with NF 1602, NEMS Transaction Document, or a suitable electronic format for each item of equipment assigned to their account. Property custodians will maintain or have access to files or documents affecting receipt, movement, and disposition of controlled equipment in their property management areas.

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